

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING COMMAND**



**TO 00-5-1
AETC Supplement 1
18 OCTOBER 2000**

AIR FORCE TECHNICAL ORDER SYSTEM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(CMSgt McKeown, DSN 487-5952)
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TO 00-5-1, 1 April 2000, is supplemented as follows in accordance with the provisions of TO 00-5-1, *Air Force Technical Order System*:

SUMMARY OF REVISIONS

This revision aligns the AETC supplemental guidance with the newly published basic technical order. A ★ indicates revision from the previous edition.

NOTES:

- 1. All AETC units will maintain this publication in current status and make reference to this publication on the title page and each affected paragraph of the basic TO. This supplement does not apply to AETC-gained Air Force Reserve Command (AFRC) units or Air National Guard units. File this supplement behind the basic TO and retain until revised or rescinded by HQ AETC. Paragraph renumbering is authorized to align this supplement with changes or to a new basic technical order (00-5-1). Recommendations for change, improvement, or waivers to this supplement should be annotated on AETC Form 1236, Request for Improving/Changing AETC Maintenance Regulations/ Instructions. Requests must be approved by the appropriate group commander (or squadron commander, if not assigned to a group) prior to forwarding to HQ AETC/LGMMP, 555 E Street East, Randolph AFB TX 78150-4440, for action by HQ AETC/LGM.**
- 2. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule*.**

1-3.7. HQ AETC/LGMMQ is the AETC centralized technical order management (CTOM) committee representative: 555 E Street East, Randolph AFB TX 78150-4440.

2-3.1. Wing, operations, and logistics group commanders may further define a job site for specific situations or locations.

2-3.7.4. If wings opt to issue base supplements to methods and procedures TOs (MPTO), these supplements must not alter or conflict with the intent of either the basic TO or MAJCOM supplements (if published). Each wing will designate a single OPR for all base supplements. Forward copies of approved base supplements to HQ AETC/LGMMP and the MAJCOM OPR (if different). (Electronic copies sent to the above OPRs will meet this intent.)

NOTE

Base supplements shall follow guidelines (style and format) of the basic TO.

2-3.7.5. (Added)(AETC) The HQ AETC central point of contact (CPOC) for supplements to TOs is HQ AETC/LGMMP. AETC and base supplements to MPTOs will be held to an absolute minimum. The following policies and guidance are provided for TO supplements:

2-3.7.5.1. The OPR for base supplements to MPTOs will ensure annual reviews are performed to keep supplements current.

2-3.7.5.2. The approving authority for base supplements will be the applicable group commander. The signature element consisting of name, grade, and duty title will be on the last page of the supplement.

2-3.7.5.3. Supplements to MPTOs will be submitted in the format of this supplement. Additional formatting instructions are found in Attachment 1 to this supplement.

2-3.7.5.4. All AETC MPTO supplements will be coordinated through HQ AETC/LGMMP.

★2-3.7.5.5. All Technical Order Distribution Offices (TODO) will review the biweekly AETC Publishing Bulletin and download supplements to MPTOs from the HQ AETC web site (as required) at the following address: <http://www.aetc.randolph.af.mil/im>. A cumulative listing of these supplements is maintained in AETC Index (AETCIND) 2, *Numerical Index of Standard and Recurring AETC Publications*, *AETC Computer Systems Manuals*, and *19th Air Force Publications*.

2-3.7.5.6. See supplement header for additional information.

2-7.1. Submit requests for waivers to MPTOs through HQ AETC/LGMMP.

2-7.5. Submit requests for temporary waivers to aircraft or aircraft systems TOs to the applicable MAJCOM functional manager.

4-6. Supplemental information to TOs other than MPTOs will be submitted as improvement reports ([chapter 5](#) of the basic, and this supplement), local page supplements ([paragraph 4-8](#) of the basic and this supplement), or MAJCOM page supplements ([paragraph 4-8.4](#), this supplement).

4-6.1.3. All MAJCOM and base supplements to MPTOs will be written using the cumulative method.

4-6.1.7. Units will notify the Technical Order Management Agency (TOMA) of TOs that are becoming cumbersome due to the number of supplements. Notification will be by memorandum or E-mail from the unit directly to the TOMA with a courtesy copy to the AETC functional manager and HQ AETC/LGMMP.

4-6.6.2. Units using TOs stored in a digital media will develop a method to identify to the users if an AETC supplement exists to that particular TO. Ensure a copy (either digital or hard copy) of any applicable supplement is available at each work station where a digitally stored TO may be used.

4-8. Units will develop policies and procedures for managing locally prepared workcards, checklists, job guides, and page supplements. Local procedures must include the minimum criteria from paragraph 4-8 of the basic TO.

4-8.4. Forward copies of locally developed workcards, checklists, job guides, and page supplements that may have command-wide application to the appropriate MAJCOM functional manager. Local workcards, checklists, job guides, and page supplements determined by the MAJCOM functional manager to have command-wide application may be issued as MAJCOM locally prepared documents (LPD). Use paragraph 4-8 of the basic TO as a guideline for preparing these documents. Documents that may have Air Force-wide application should be submitted as TO improvement reports according to chapter 5 of TO 00-5-1 and this supplement.

5-1.2. Do not submit AFTO Forms 22, **Technical Manual (TM) Change Recommendation and Reply**, that recommend or suggest changes that may alter the configuration of any equipment. Requests for modification to equipment are submitted using AF Form 1067, **Modification Proposal**, in accordance with AFI 63-1101, *Modification Management*.

5-2.13. Reference [Attachment 2](#), MAJCOM CCP column, for command evaluation/routing control points for AF Form 847.

5-3.1. Consider the following when initiating and reviewing AFTO Form 22 submissions that increase unit self-sufficiency, repair capability, enhance mission capability, save money or improve maintainability (for example, Air Force Gold Program initiatives):

5-3.1.1. Are the **4 T's** addressed: Test Equipment, Tools, Technical Data, and Training?

5-3.1.2. Does the rationale include the expected benefits of the proposal?

5-3.1.3. Will it get the job done faster, easier, or better than the present process?

5-3.1.4. Is manpower available and authorized to accomplish the increased workload without impacting unit mission capability? If not, are alternate maintenance sources considered?

5-3.1.5. Is any required base-level organic repair equipment deployable and available to meet any mobility tasking?

5-3.1.6. Why is the item not presently being repaired or why at that level?

5-3.2. AFTO Forms 22 are reviewed by the product improvement manager (PIM) in accordance with this paragraph and AETCI 21-101 before submitting them to the MAJCOM focal point. The explosive ordnance disposal (EOD) evaluator will process and forward all EOD-generated AFTO Forms 22. AFTO Forms 22 regarding nuclear and non-nuclear munitions loading procedures (applicable aircraft -16 and -33 series TOs) are reviewed by the loading standardization crew. AFTO Forms 22 regarding life support equipment are reviewed by the operations support squadron, current operations flight, life support officer, or functional manager prior to forwarding to the MAJCOM POC. The quality assurance (QA) or quality control (QC) office coordinates all AFTO Forms 22 which may have safety implications with Wing Safety.

5-3.3. Refer to Attachments [2](#) and [3](#), MAJCOM CCP column, for the AETC command control points (CCP) or POC.

5-3.3.3.1. (Added)(AETC) The AETC disapproval authority for aircraft and training device AFTO Forms 22 is HQ AETC/LGM. The applicable AETC functional manager prepares correspondence with disapproval rationale for HQ AETC/LGM signature. HQ AETC/ LGMMQ forwards the signed correspondence to the submitting unit.

5-3.3.3.2. (Added)(AETC) The applicable AETC aircraft or training device functional manager reviews all Air Logistics Center (ALC) or lead MAJCOM/unit disapproved AFTO Forms 22. The functional manager prepares correspondence for HQ AETC/LGM signature either supporting or nonconcurring with the disapproval rationale. For non-concurrence with the disapproval rationale, the functional manager also prepares an AFTO Form 22 to resubmit the initiative or recommends the appropriate action for the submitter to resubmit the initiative.

5-3.3.3.3. (Added)(AETC) Unit PIMs are notified by telephone of all reports downgraded or upgraded at MAJCOM. Adjust followup intervals accordingly.

★5-6. Submit AFTO Forms 22 via E-mail. Ensure all supporting documentation is included as attachments.

5-6.2. Report date assigned will be the date the report is dispatched off base.

5-6.3. AFTO Forms 22 will be routed for MAJCOM evaluation according to Attachments 2 and 3 of this supplement. Informational copies will be forwarded as specified in Attachments 2 and 3 of this supplement.

NOTE

Provide the appropriate NAF and HQ AETC/SE with an "INFO" copy of AFTO Forms 22 for any safety-related changes or changes resulting from mishaps. All safety/mishap related AFTO Forms 22 will be coordinated through the base safety office before they are forwarded.

5-6.4.1, Third Bullet. Wings with communications-electronics units and aircraft maintenance units will establish two separate centralized improvement report numbering systems. All AETC directors and (or) intermediate command staff organizations will establish their own AFTO Form 22 monitors.

- Aircraft and training device maintenance units use the numbered wing designator prefix (example: 20J0012FTW5001R).
- Communications-electronics, transportation, supply, medical, security forces, civil engineering, and field training units use their squadron designator prefix (example: 20J00012CS5001R).
- HQ AETC, intermediate command staff organizations, and NAFs initiating AFTO Forms 22 complete as follows: Enter "AETC" or "XXAF" and the division (3 digit) office symbol of initiator (example: "LGM" for aircraft maintenance type requests).

5-6.6. As a minimum, the following headings are required: **MDS AFFECTED**, **SUBJECT**, **DEFICIENCY**, **RECOMMENDED CHANGE**, and **REASON FOR CHANGE**.

5-6.7.3. An estimate for repair costs IAW TO 00-20-3 or the applicable contract. A list of all parts required to do any repair must be provided including: part number, National Stock Number, and cost for each item.

5-6.7.3.1. (Added)(AETC) The unit's total number of like-item failures for the last year.

5-6.7.3.2. (Added)(AETC) A draft copy of any proposed maintenance procedures for MAJCOM and ALC review.

5-6.7.3.3. (Added)(AETC) A clear statement detailing the tools, test equipment, technical data and training required to implement the initiative, and their availability at base-level.

5-6.7.3.4. (Added)(AETC) For AFTO Forms 22 resulting from incidents, accidents and mishaps, state clearly at the *top of block 19*: "THIS AFTO FORM 22 RESULTS FROM AN INCIDENT/MISHAP."

5-6.7.5. Blocks 21, 22, and 28 must be completed if AFTO Forms 22 qualify for the IDEA program.

5-9.1. Units establish and maintain AFTO Forms 22 suspense files. AFTO Form 22 followup action within AETC is mandatory. Initiate followup action with the MAJCOM POC for any AFTO Forms 22 that have been at the applicable MAJCOM office or lead unit for more than 30 calendar days without a reply. Initiate followup action with the applicable ALC for any AFTO Forms 22 that have been at an ALC or other final evaluation office without an update, reply, or technical order improvement system (TOIS) status change in excess of the timeframes specified in paragraph 5-9.2. Followups may be accomplished by E-mail, message, memorandum, telephone, or other means. If satisfactory responses have not been received after 30 calendar days from a second followup, request assistance from the MAJCOM POC. Documentation of followup actions, including telephone calls, is required.

NOTE

Some reports, such as those evaluated by the Aeronautical Systems Center (ASC), for example T-1 and T-3, are not listed on the TOIS listing. Consequently, do not initiate followup action on these reports solely because they are not listed on the TOIS listing.

5-9.2.1. (Added)(AETC) The latest copy of the AFMC monthly TOIS (G022) status list is available on the AETC LGM Goldway Home Page: <http://www.lg.aetc.af.mil/maint/prod-imp/lgmmq.htm>.

5-9.2.2. (Added)(AETC) The AFMC TOIS report also identifies the ALC where the AFTO Form 22 is being evaluated. The column labeled "ALC" provides this information. The codes listed under the ALC column are as follows:

1. F - SM-ALC
2. G - OO-ALC
3. H - OC-ALC
4. L - WR-ALC
5. P - SA-ALC

5-9.2.3. (Added)(AETC) A copy of the Aerospace Guidance and Metrology Center (AGMC) monthly status report for submitted AFTO Forms 22 against TO 00-20-14 and calibration

procedures in the MDS/33K/33L series TOs may be obtained or access to information may be gained by contacting AGMC/MLEP, DSN 346-7493.

5-9.2.4. (Added)(AETC) For F-16 units, ASC/OL central technical order control unit (CTOCU) will provide a copy of their monthly status listing on 1F-16 series AFTO Forms 22. Direct your request to ASC/OL CTOCU, Fort Worth, Texas, 76101, DSN 838-5467.

5-9.2.5. (Added)(AETC) Units will maintain the four most current copies of status listings.

5-9.3. Attach all documentation from the previously disapproved submission for reference. Enter the following statement at the beginning of block 19 of the new AFTO Form 22: **"This is a resubmission of AFTO Form 22 (previous unit control number). The following information is provided for reconsideration of this proposal."**

DOUGLAS C. BECKWITH, Colonel, USAF
Deputy Director of Logistics

3 Attachments (Added)(AETC)

1. Supplement Format Instructions
2. AFTO Form 22 Routing for TOs Specific to Aircraft Maintenance
3. AFTO Form 22 Routing for TOs Not Specific to Aircraft Maintenance

SUPPLEMENT FORMAT INSTRUCTIONS

A1.1. Use TO 00-5-1/AETC Sup 1 as a sample.

A1.2. Supplement paragraphs must start with a reference to the TO paragraph being supplemented.

A1.2.1. If the paragraph being supplemented involves a base option, state the option to be implemented. If the paragraph being supplemented requires implementing command procedures, state the required procedure.

A1.2.2. Subparagraphs providing specific procedure steps may be denoted by a dot (.) (i.e., 1-2.3.1).

A1.2.3. Page numbers may be used in conjunction with or in lieu of paragraph numbers if paragraphing in the TO is inadequate.

A1.3. Style and format of TO supplements should follow existing style and format of the basic TO. For additional information, contact the OPR for TO 00-5-1/AETC Sup 1.

A1.4. The generic format for AETC supplements is as follows (using Microsoft Word):

A1.4.1. Page setups:

A1.4.1.1. Margins set at: Top 1"; Bottom 1"; Inside 1"; Outside 1"; Header 0.5"; Footer 0.5". Set gutter width to 0.25" and select mirror margins to provide room to punch holes for TO binders.

A1.4.1.2. Set layout for headers and footers to provide different first page and different odd and even page headers and footers.

A1.4.2. Insert the appropriate document title information (see first page of supplement) into the first page header using ***bold italics*** type.

A1.4.3. Insert the appropriate OPR, approval, and distribution information (see first page of supplement) into the first page footer using **bold** type.

A1.4.4. Include the applicability and instruction statement as written (see first page of supplement) with the appropriate dates and TO numbers filled in.

A1.4.5. Input the body of the supplement in single-column format after the applicability and instruction paragraph.

A1.4.6. Place page numbers in the outside edge of the odd and even footers (no page number on first page).

AFTO FORM 22 ROUTING FOR TOs SPECIFIC TO AIRCRAFT MAINTENANCE

SUBJECT	CATEGORY	MAJCOM CCP	LEAD COMMAND
Recommended improvements to all aircraft Flight Manual Program (FMP) publications submitted by AF Form 847	All	19 AF/DOU 73 Main Circle Suite 1 Randolph AFB TX 78150-4549	
T-1, T-6, T-37, T-38, and T-43 Aircraft to include armament and munitions	Routine, Priority, or Urgent	HQ AETC/LGMMQ 555 E Street East Randolph AFB TX 78150-4440	
F-16 Series (Except Weapons)	Routine, Priority, or Urgent	HQ AETC/LGMMQ (INFO) 555 E Street East Randolph AFB TX 78150-4440	F-16 ACC Logistics Liaison Lockheed/Fort Worth PO Box 371, MZ 1010 Forth Worth TX 76101-0371
F-15 Series (Except Weapons)	Routine, Priority, or Urgent	HQ AETC/LGMMQ 555 E Street East Randolph AFB TX 78150-4440	HQ ACC/LGMT 130 Douglas Street, Suite 210 Langley AFB VA 23665-2791
F-15 and F-16 Unique (Weapons Related)	Routine, Priority, or Urgent	HQ AETC/LGMMQ 555 E Street East Randolph AFB TX 78150-4440	HQ ACC/LGWA 130 Douglas Street, Suite 210 Langley AFB VA 23665-2791
Structural Repair/Corrosion; Egress; Electro-Environmental; Fuels; Hydraulics; Survival Equipment	Routine, Priority, or Urgent		HQ AETC/LGMMQ 555 E Street East Randolph AFB TX 78150-4440
MC/HC-130 Aircraft and H-53 Helicopter to include armament and munitions	Routine, Priority, or Urgent	HQ AETC/LGMMQ 555 E Street East Randolph AFB TX 78150-4440	HQ AFSOC/LGM 100 Bartley Street Hurlburt Field FL 32544-5273

**AFTO FORM 22 ROUTING FOR TOs SPECIFIC TO AIRCRAFT MAINTENANCE
(cont)**

SUBJECT	CATEGORY	MAJCOM CCP	LEAD COMMAND
H-60 Helicopter, EC-130, and HC-130P/N	Routine, Priority, or Urgent	HQ AETC/LGMMQ 555 E Street East Randolph AFB TX 78150-4440	HQ ACC/LGMT 130 Douglas Street, Suite 210 Langley AFB VA 23665-2791
KC-135	All	HQ AETC/LGMMQ 555 E Street East Randolph AFB TX 78150-4440	Lead Wing (Contact HQ AETC/ LGMAA for address)
C-5, C-141, C-130E, and C-17 Aircraft	Routine, Priority, or Urgent	HQ AETC/LGMMQ 555 E Street East Randolph AFB TX 78150-4440	HQ AMC/LGQP 402 Scott Drive Unit 2A2 Scott AFB IL 62225-5308
UH-1 Helicopter	Routine, Priority, or Urgent	HQ AETC/LGMMQ 555 E Street East Randolph AFB TX 78150-4440	20 AF/DOHM 6610 Headquarters Drive F.E. Warren AFB WY 82005-3943
B-2 Aircraft, B-2 Unique SE, B-2 Unique Weapons/ Munitions to Include Airborne Missiles and Unique SE (Electrical Transmission Only)	Routine, Priority, or Urgent	HQ AETC/LGMMQ (INFO) 555 E Street East Randolph AFB TX 78150-4440 AAC/WNL (INFO) 1651 First Street SE Kirtland AFB NM 87117-5617	OC-ALC/LALM 7180 Reserved Road Bldg 1083 Tinker AFB OK 73145-8758
Aircraft Life Support/ Personal Equipment, Aircrew Chemical Defense Equipment (14 & 15 Series TOs)	Routine, Priority, or Urgent		AETC AOS/AOXL 1 F Street Suite 2 Randolph AFB TX 78150-4325

AFTO FORM 22 ROUTING FOR TOs SPECIFIC TO AIRCRAFT MAINTENANCE

SUBJECT	CATEGORY	MAJCOM CCP	LEAD COMMAND
Permanently Grounded Training Aircraft and AETC Aircraft Maintenance Trainers (for example, A-10, B-52, F-4, F-5, F-111, H-3, T-39, and E-3)	Routine, Priority, or Urgent	HQ AETC/LGMMQ 555 E Street East Randolph AFB TX 78150-4440	Directly to the applicable ALC AFTO 22 TO management office
AETC-developed trainers, federal stock class (FSC) group 69	Routine, Priority, or Urgent		Directly to the AETC trainer development activity responsible for the trainer

**AFTO FORM 22 ROUTING FOR TOs NOT SPECIFIC TO AIRCRAFT
MAINTENANCE (cont)**

SUBJECT	CATEGORY	MAJCOM	INFO COPY TO
00-Series TOs, MPTOs	Routine, Priority, or Urgent	HQ AETC/LGMMQ 555 E Street East Randolph AFB TX 78150-4440	None
Civil Engineering, Electrical Power Generating Equipment, and Airfield Lighting and Control Equipment.	Routine, Priority, or Urgent	HQ AETC/CEOE 266 F Street West Randolph AFB TX 78150-4319	None
Aircraft Arresting System and Associated Equipment	Routine, Priority, or Urgent	HQ AETC/CEOE 266 F Street West Randolph AFB TX 78150-4319	None
Fire Protection/ Rescue and Related Equipment (00-105E Series TOs)	Routine, Priority, or Urgent	HQ AETC/CEOX 266 F Street West Randolph AFB TX 78150-4321	None
Communications- Electronics (C-E) and Associated Equipment	Routine, Priority, or Urgent	HQ AETC/SCML 61 Main Circle, Suite 2 Randolph AFB TX 78150-4545	None
Maintenance of Strategic Automated Command and Control System Equipment	Routine, Priority, or Urgent	HQ AETC/SCML 61 Main Circle, Suite 2 Randolph AFB TX 78150-4545	None
Over the Horizon Backscatter Equipment	Routine, Priority, or Urgent	ACC PMS/SUO 11817 Canon Blvd, Suite 306 Newport News VA 23606-4516	None
Test, Measurement and Diagnostic Equipment (33K Series, 33L Series, Mission Design Series Calibration TOs)	Routine, Priority, or Urgent	HQ AETC/LGMMQ 555 E Street East Randolph AFB TX 78150-4440	None

**AFTO FORM 22 ROUTING FOR TOs NOT SPECIFIC TO AIRCRAFT
MAINTENANCE**

SUBJECT	CATEGORY	MAJCOM	INFO COPY TO
Explosive Ordnance Devices (EOD) Related TOs and Issues	Routine, Priority, or Urgent	HQ AETC/CEOX 266 F Street West Randolph AFB TX 78150-4321	None
Aerospace Ground Equipment (AGE) (All Work Cards, and 1-1A-15, 35-1-3)	Routine, Priority, or Urgent	HQ AETC/LGMMQ 555 E Street East Randolph AFB TX 78150-4440	None
Fuel Dispensing Vehicles, Equipment, and Fuels Fixed Facilities	Routine, Priority, or Urgent	HQ AETC/LGSF 555 E Street East Randolph AFB TX 78150-4440	None
Motor Vehicles, Vehicular Equipment, Watercraft and Watercraft Equipment Related	Routine, Priority, or Urgent	HQ AETC/LGTV 555 E Street East Randolph AFB TX 78150-4440	None
Health Services or Biometrics Related	Routine, Priority, or Urgent	HQ AETC/SGAR 63 Main Circle, Suite 3 Randolph AFB TX 78150-4549	None
Hand or Shoulder Fired Weapons and Crew Served Ground Weapons Related	Routine, Priority, or Urgent	HQ AETC/SFPO 1851 First Street East, Suite 2 Randolph AFB TX 78150-4316	None

**AFTO FORM 22 ROUTING FOR TOs NOT SPECIFIC TO AIRCRAFT
MAINTENANCE (cont)**

SUBJECT	CATEGORY	MAJCOM	INFO COPY TO
Disaster Preparedness, Including Nuclear Accident and Chemical Warfare Defense Equipment and Operations TOs (00-25-213; 00-110, 00-110A, 00-11N, -2, -3, -10, -15, 11C15-1-3; 11D Series; 11H2 Series; 11H4 Series; 14P3-1-7; 14P3-1-141; 14P3-151; 14P4-3-31; 14P4-9-31)	Routine, Priority, or Urgent	HQ AETC/CEOX 266 F Street West Randolph AFB TX 78150-4321	None
All Inter-Continental Ballistic Missile System Related AFTO Forms 22	Routine, Priority, Urgent, or Emergency	Follow instructions in HQ SPACECOM Sup	Follow instructions in HQ SPACECOM Sup